

- Open Internet Explorer or Netscape
- In the address line, type in: www.blackboard.com
- Click 'Go' or use the Enter key on your keyboard
- On Blackboard's home page, you will see several selections at the top of the page. Click on "Courses"
- On the next screen, under Coursesites click on "Log In". On the next screen, if you are already registered with Blackboard, click on "Log In" and then fill in your User ID and Password. If you are a new user to Blackboard, click on the little box under "Terms of Use", and then on the same page, click on "Create Account"
- When the next screen comes up, fill in the required information (noted by a red*) BE SURE TO REMEMBER YOUR USER ID AND PASSWORD!
- When finished, click on okay or enter, and you will go to a screen that says "WELCOME (your name) You are now registered with Blackboard."
- Save this page as a favorite.

What Do I Do To Enroll in this Course?

After you have registered with Blackboard, send an e-mail to: edurtunn@vba.va.gov In your e-mail, include your User ID, Password, and the name of the course you want to enroll in. Also include your phone number in case there is a problem. Once we have you enrolled in the course, we will send you a e-mail confirming your enrollment.

The next time you log in, you can just fill in your user name and password and enter the classroom. You will go to a screen that says "WELCOME (YOUR NAME)". Once there, scroll down to the box called "Courses". Click on the name of this course, and you are then in the virtual classroom, click on the button called Course Information. Open the documents found in this section of the classroom and read them. Be sure you download and save the document called Scheduled Calls.

On Monday morning, go to the virtual classroom and check the Announcements on the first page to make sure you know the time and number to call in for the toll-free Orientation conference call. You will need to be in the classroom during the conference call.

Visits From VA And The SAA

How is This Training Conducted?

The “Visits from VA and the SAA” course is conducted over the Internet using a virtual classroom. (You will need to have Internet access.) This is desktop learning where the participants set most of their own learning schedule. All participants must have access to the Internet.

In addition to the independent study, you will be required to participate in several conference calls with your classmates and instructors. Some of these calls require you to be able to access your computer while you are on the telephone. **There is no charge for this course.**

When Does This Course Meet?

This course runs over a period of four days. It will require about 2 to 4 hours each day to complete the assignments and participate in the conference calls. You determine when you will work on the lesson assignments, but you will be required to participate in prescheduled conference calls. The conference calls are scheduled for 1:00 Eastern time on Monday (50 minutes), Tuesday (80 Minutes) and Wednesday (80 minutes). The amount of time you spend on activities depends on your comfort level in using the Internet, and how well you manage interruptions during your day.

In addition, there are two chat sessions. One is scheduled for Wednesday at 3:30 Eastern time and the other is at 1:00 Eastern time on Thursday.

What is Expected of Me?

1. You are expected to participate in the conference calls.
2. Each day you will be expected to complete the reading assignments and all associated activities, exercises or quizzes.
3. You will also be expected to actively participate in the classroom discussions held on the Discussion Board or the chat room.

What Will We Cover During The Training?

During the sessions, we will cover the following topics:

- The purpose of a visit from VA and the SAA
- Differences in the different types of visits
- The kind of records or information that is reviewed
- What happens after a visit
- Privacy issues involved with the visits

How Do You Register?

You must complete your registration before the first day of class. To register in the course, follow the instructions below: